



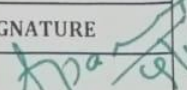
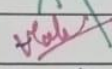
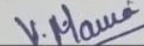
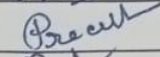
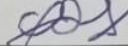

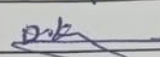


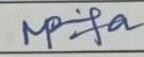
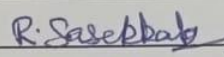
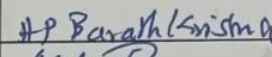
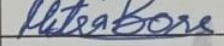
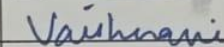

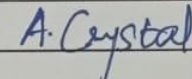
SAN ACADEMY TAMBARAM POCSO OCTOBER 2025

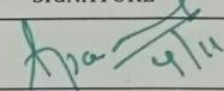

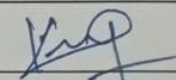
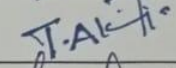
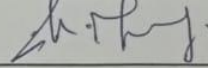
1) POCSO INDEX SHEET:

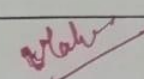
SAN ACADEMY TAMBARAM POCSO INDEX SHEET 2025-26											
S NO	MONTH	DATE	TOPIC OF THE MEETING	MOM & SIGNATURE SHEET	STUDENT MOM	THEME ACTIVITY	ORIENTATI ON TO BUS DRIVERS	LIFE SKILLS	CCTV CHECKLIST	ENTRY & EXIT CHECKLIST	SIGNATURE OF THE PRINCIPAL
1	APRIL	15.04.25	GRIEVANCE COMMITTEE MEETING	✓	✓	✓	✓	✓	✓	✓	<i>[Signature]</i> 22/4/25
2	JUNE	21.06.25	SUPPORT STAFF MEETING	✓	✓	✓	✓	✓	✓	✓	<i>[Signature]</i> 17/6/25
3	JULY	14.7.25	DRIVERS ORIENTATION	✓	✓	✓	✓	✓	✓	✓	<i>[Signature]</i> 27/7/25
4	AUGUST	25.8.25	CCA STAFF MEETING	✓	✓	✓	✓	✓	✓	✓	<i>[Signature]</i> 28/8/25
5	SEPTEMBER	24.9.25	ADMIN TEAM MEETING	✓	✓	✓	✓	✓	✓	✓	<i>[Signature]</i> 29/9/2025
6	OCTOBER	27.10.25	SUPPORT STAFF MEETING	✓	✓	✓	✓	✓	✓	✓	<i>[Signature]</i> 9/11/2025
7	NOVEMBER										
8	DECEMBER										
9	JANUARY										
10	FEBRUARY										

SAN ACADEMY TAMBARAM POCSO THEME AY 2025-26						
S. No.	Class	Month	Topic	Activity Planned	Date	
1	6	June	Safe and Unsafe Touch - Listening to Your Body	Poster Making	26.06.2025	
2	1 & 2	July	Recognising Feelings - Happy, Sad, Angry, Scared	Emoji Face Drawing - Students draw faces showing different feelings and label them.	18.07.2025	
3	3 to 5	August	Being Assertive - Learning to Say "No" Politely and Firmly	Comic Strip Creation - Design a 4-panel comic showing a character saying "no" confidently	19.08.2025 & 20.08.2025	
4	9 to 12	September	Consent and Boundaries - Respecting Yourself and Others	Topic: "Boundaries should be taught as early as academics."	10.09.2025	
5	1 & 2	October	Trusted Adults - Who Can Help Me and How	My Safety Circle - Students draw a circle and identify 3-5 trusted adults they can approach.	15.10.2025 & 16.10.2025	<i>[Signature]</i> 9/11
6	3 to 5	November	Reporting Is Right - Speaking Up Without Fear	Letter Writing - Write a short note to a trusted adult explaining a problem (imaginary scenario).		
7	6 to 8	December	Peer Pressure - Understanding and Resisting It	Students draw a ladder and write 5 steps they can take to handle peer pressure		
8	9 to 12	January	Emotional Intelligence - Handling Emotions with Responsibility	Reflection Journal - Students write a short reflective paragraph on a time they handled a strong emotion.		
9	1 & 2	February	Building Healthy Friendships	Friendship Recipe - Students write a "recipe" for a good friendship (e.g., 1 cup of trust, 2 spoons of kindness).		
10	6 to 8	March	Digital Dangers - Protecting Yourself in the Online World	Do's & Don'ts Chart - Groups create a poster/chart of safe vs unsafe online behaviour.		

2) COMMITTEE MEMBERS LIST:

SAIN ACADEMY TAMBARAM			
POCSO GRIEVANCES COMMITTEE AY 2025-26			
S.NO	NAME	DESIGNATION	SIGNATURE
1	MS.APARNA ARULANANDAN	PRINCIPAL	
2	MS.VIJAYALAKSHMI	SECONDARY COORDINATOR	
3	MS.MARIA JENNIFER	MID SCHOOL COORDINATOR	
4	MS.PRECILLA J	PRIMARY HM	
5	MS.SHEEBA MERCY	MEMBER OF SMC	
6	MS. THILAKAVATHY	SPECIAL EDUCATOR / STUDENT COUNSELLOR	-
7	MS.NIRMAL JESSIE	PSYCHOLOGY TEACHER	
8	MR.KAMESH	TGT, MATH DEPARTMENT	
9	MS.AMIRTHAM	PRT, TAMIL DEPARTMENT	
10	MS.SHAILAJA	KG TEACHER	-
11	MS.KAVITHA	ADMIN STAFF	
12	MS.PRIYA DHILIP	MEMBER OF SMC	
13	MS.SASIKALA	PARENT	
14	BHARATH	GRADE 12 STUDENT	
15	SHREE MITRA	GRADE 12 STUDENT	
16	VAISHNAVI	GRADE 12 STUDENT	
17	DASHWIN	GRADE 12 STUDENT	
18	CRYSTAL	GRADE 12 STUDENT	

SCHOOL COMPLAINTS COMMITTEE MEMBERS			
S NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1	MS. APARNA ARULANANDAN	PRINCIPAL	
2	MS.SUJATHA BIJU	PGT, ENGLISH DEPARTMENT	
3	MR.VASANTHA KANNAN	PGT, SCIENCE DEPARTMENT	
4	MS.AKNI PRIYA	PRT, MATHS DEPARTMENT	
5	MS.MANJULA	ADMIN STAFF	

SCHOOL CHILD PROTECTION OFFICERS			
S NO	NAME OF THE STAFF	DESIGNATION	SIGNATURE
1	MS.VIJAYALAKSHMI	SECONDARY COORDINATOR	
2	MS. THILAKAVATHY	SPECIAL EDUCATOR / STUDENT COUNSELLOR	-

3) STAFF MEETING:





SAN ACADEMY TAMBARAM
POCSO 2025-2026
MINUTES OF STAFF MEETING

Meeting Title: Child Protection and Safety Guidelines-குழந்தைகள் பாதுகாப்பு மற்றும் பாதுகாப்பு வழிகாட்டுதல்கள்

Minutes: Meeting date: 27.10.2025 Meeting Time & Duration: 11:00 AM, 15 mins

Venue: Play area, Ground floor

Facilitator/Resource Name: Ms.Manjula, Front office Executive & Support staff Incharge

Attendees with Designation: All support staff

Points discussed

1. Treat all children with care and respect.
Always use kind words.
Avoid shouting, scolding, or using harsh language.

1. அனைத்து குழந்தைகளையும் கவனமாகவும் மரியாதையுடனும் நடத்துங்கள். ✓
எப்போதும் அன்பான வார்த்தைகளைப் பயன்படுத்துங்கள்.
கத்துவது, திட்டுவது அல்லது கடுமையான வார்த்தைகளைப் பயன்படுத்துவதைத் தவிர்க்கவும். ✓

2. Maintain safe physical contact.
Do not pinch cheeks, pat too often, or hug children unnecessarily.
Touch children only when it is required, for example, helping them if they fall or need assistance in the washroom.

2. குழந்தைகளைத் தேவையில்லாமல் தொடாதிர்கள். கன்னங்களைக் கிள்ளாதிர்கள், அடிக்கடி தீட்டாதிர்கள், தேவைப்படும்போது மட்டுமே குழந்தைகளைத் தொடவும், எடுத்துக்காட்டாக, அவர்கள் கழிப்பறையில் விழுந்தாலோ அல்லது உதவி தேவைப்பட்டால் அவர்களுக்கு உதவுங்கள். ✓

3. Keep a watchful eye.
Observe how children play and interact, report immediately if you see any rough or unsafe behavior.
Stop any teasing, bullying, or inappropriate touching among children.

3. எப்போதும் கவனமாக இருங்கள். ✓
குழந்தைகள் விளையாடும் போது முரட்டுத்தனமான அல்லது பாதுகாப்பற்ற நடத்தையைக் கண்டால் உடனடியாகப் வகுப்பு ஆசிரியர்/பொறுப்பாளரிடம் (திருமதி மஞ்சளா) தெரிவிக்கவும். ✓
குழந்தைகளிடையே ஏதேனும் கேலி செய்தல் அல்லது தகாத தொடுதலை நிறுத்துங்கள். ✓

4. While helping in school vans or play areas:
Make sure children are seated safely; avoid lifting or carrying them unless necessary.
Keep conversations friendly but respectful.

4. பள்ளி வேன்கள் அல்லது விளையாட்டுப் பகுதிகளில் உதவும்போது: ✓
குழந்தைகள் பாதுகாப்பாக உட்கார வைக்கப்பட்டுள்ளதா என்பதை உறுதிப்படுத்திக் கொள்ளுங்கள்; தேவைப்பட்டால் அவர்களைத் தாக்குவதையோ அல்லது சுமந்து செல்வதையோ தவிர்க்கவும். ✓
உரையாடல்களை நட்பாக ஆனால் மரியாதையாக வைத்திருங்கள். ✓

5. Never keep secrets related to a child's safety.
If any child says something or behaves in a way that is worrying, inform the class teacher/incharge (Ms.Manjula) immediately.

5. குழந்தைகள் தங்களுடன் சண்டையிடும் போது பாரபட்சமாக நடந்து கொள்ளாதிர்கள். ✓
எந்தவொரு குழந்தையும் கவலையளிக்கும் வகையில் ஏதாவது சொன்னாலோ அல்லது நடந்து கொண்டாலோ, உடனடியாக வகுப்பு ஆசிரியர்/பொறுப்பாளரிடம் (திருமதி மஞ்சளா) தெரிவிக்கவும். ✓

Signature

Staff incharge Name &

Principal's Signature

SAN ACADEMY
BRANCH NAME :- TAMBARAM

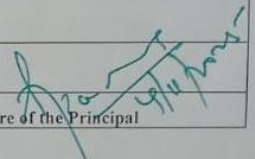
ATTENDANCE SHEET

DATE : 27.10.25

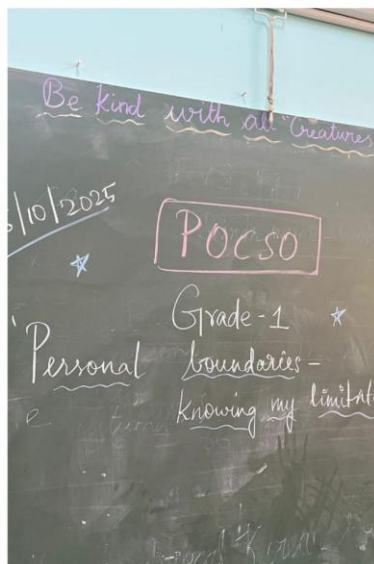
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1	BHADHUR NISHA	Aayammah	Bousha
2	CHANDRAMATHY	Aayammah	K.P. Chandramathy
3	DEVAKI KUPPAN	Aayammah	Devaki Kuppan
4	DEVI	Aayammah	Devi
5	DEVI MURUGAN	Aayammah	M. Devi Murugan
6	DHANA LAKSHMI	Aayammah	Dhana Lakshmi
7	ELAVARASI	Aayammah	E. Elavarasi
8	ELIZAMMAL	Aayammah	E. Elizammal
9	GOMATHY	Aayammah	G. Gomathy
10	JAMUNA	Aayammah	T.K. Jamuna
11	JEBARANI	Aayammah	S. Tebarani
12	KALA	Aayammah	K. Kala
13	KALAI VANI	Aayammah	D. Kalai Vani
14	KUMARI	Aayammah	K. Kumari
15	LATHA	Aayammah	L. Latha
16	LOUISE MARY	Aayammah	L. Louise Mary
17	MAGIMAI MARY	Aayammah	M. Magimai Mary
18	MALAR	Aayammah	M. Malar
19	MARY ELIZABETH	Aayammah	Mary Elizabeth
20	PAMAVATHI	Aayammah	Absent
21	PUSHPA	Aayammah	S. Pushpa
22	PUSHPA RANI	Aayammah	P. Pushpa Rani
23	ROOPAVATHY	Aayammah	S. Roopavathy
24	ROSELYN	Aayammah	T. Roseline
25	SAJJALA RANI	Aayammah	S. Sajjala Rani
26	SARASU	Aayammah	V. Sarasu
27	SARASWATHY	Aayammah	G. Saraswathy
28	SHAKILA	Aayammah	Absent
29	SUDHA	Aayammah	S. Sudha
30	SUMATHY KARUNAMOORTHY	Aayammah	Absent
31	SUMATHY RAJU	Aayammah	Absent
32	SUNDARI	Aayammah	M. Sundari
33	VALLI	Aayammah	K. Valli
34	VANISRI	Aayammah	S. Vanisri
35	VELANKANNI	Aayammah	V. Velankanni

10/5

4) STUDENT M.O.M:

SAN ACADEMY TAMBARAM		
POCSO		
ORIENTATION TO THE STUDENTS AY 2025-26		
Meeting Title: Personal boundaries - knowing my limitations		
Minutes:	Meeting date: 15/10/2025 & 16/10/2025	Meeting Time & Duration: 20 mins per section
Venue:	San Academy - Tambaram	
Facilitator/Resource Name:	Ms. Nirmal Jessie - PGT Psychology	
Classes conducted for:	Grade 1 (Section - ABC) & 2 (Section ABCD)	
Points discussed		
1. Introduction through icebreaker activity: Interactive warm-up to help children understand the idea of touch.		
2. Explained the meaning of "touch" and "private parts" in age-appropriate language — parts covered by dress - emphasizing that they are private and belong only to them.		
3. Discussed examples of good and bad touch in simple terms, focusing on feelings of safety and discomfort.		
4. Highlighted the rules: Say NO, STOP, DON'T TOUCH ME, Telling a trusted adults. (mom, dad and teacher).		
5. Conducted a lively sing-along session with the song to reinforce the message in a fun and memorable way.		
6. Closure: Used a doll activity as a fun game to help children identify and recall good touch and bad touch.		
Nirmal Jessie - M.N.Jessie.		
Staff incharge Name & Signature		

5) STUDENT ACTIVITY:





6) ORIENTATION TO BUS DRIVERS

SAN ACADEMY TAMBARAM		
POCSO OCTOBER 2025		
ORIENTATION TO THE SCHOOL BUS STAFF-Regarding the safety measure of the students		
Meeting Title: Students Safety		
Minutes:	Meeting date: 23.10.2025	Meeting Time & Duration: 10.15 pm - 15 minutes
Venue:	DRIVER'S ROOM	
Facilitator/Resource Name:	Vasuki, Transport Coordinator	
Attendees with Designation:	R1 to R12 Drivers & Venkatesan	
Points discussed:		
அனைத்து ஓட்டுநர்களும் வாகனத்தை பாதுகாப்பாக ஓட்ட அறிவுறுத்தப்படுகிறார்கள்.		
சீட் பெல்ட் அணிதல் கட்டாயம்		
ஓட்டுநர்கள் வேகக் கட்டுப்பாட்டு விதிகளைப் கட்டாயம் பின்பற்ற வேண்டும்.		
மாணவர்கள் வேனில் அமர்ந்திருப்பதை உறுதிசெய்த பின்னரே, வாகனத்தை ஸ்டார்ட் செய்ய வேண்டும்.		
வேனில் உள்ள மாணவர்களுடன் ஓட்டுநர்கள் தேவையற்ற பேச்சுக்களில் ஈடுபடக்கூடாது		
Staff incharge Name & Signature		Signature of the Principal



SAN ACADEMY TAMBARAM

Grade 6-8, October 2025

LIFE SKILL/MORAL INSTRUCTIONS FOR THE STUDENTS

S. No.	Class	Sec	Life skill/Moral instruction - Topic covered	Class taken on	Teacher name	Teacher's sign	Remarks
1	8A	A	Interpersonal Relationship - Group discussion	6.10.25	MS. Aruna Joyce		
2	8B	B	Interpersonal Relationship - Group discussion	"	"		
3	6	A	Being cheerful I.P.R	"	"		
4	7	C	Building Friendship	7.10.25	"		
5	7	A	Building Friendship	9.10.25	"		
6	6	C	Being cheerful - I.P.R	9.10.25	"		
7	7	B	Building Friendship	10.10.25	"		
8	6	B	Being cheerful	"	"		
9	8	B	Relationships of conflicts and disputes	13.10.25	"		
10	6	A	Beyond the appearance building friendship	"	"		
11	7	C	Importance of every relationship	14.10.25	"		
12	8	A	Relationship / conflicts and disputes	16.10.25	"		
13	7	A	Importance of every relationship	"	"		
14	6	C	Beyond the appearance building friendship	"	"		
15	7	B	Importance of every relationship	17.10.25	"		
16	6	B	Beyond the appearance building friendship	"	"		
17	8	A	Managing Relationship	23.10.25	"		
Staff incharge Name & Signature					Signature of the Principal		




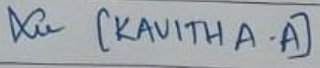
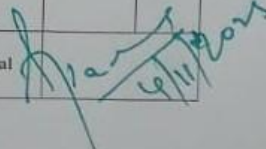
SAN ACADEMY TAMBARAM

Grade 6-8, October 2025

LIFE SKILL/MORAL INSTRUCTIONS FOR THE STUDENTS

S. No.	Class	Sec	Life skill/Moral instruction - Topic covered	Class taken on	Teacher name	Teacher's sign	Remarks
18	7	A	Friendship & and friendship network activity	23.10.25	Ms. Aruna Joyce		
19	6	C	My relationship web	"	"		
20	7	B	friendship and friendship network activity	24.10.25	"		
21	6	B	my relationship web.	"	"		
22	7	B	Network of relationship	25.10.25	"		
23	8	B	Managing relationship	27.10.25	"		
24	6	A	Puzzle making activity	"	"		
25	7	C	Greeting card Making	28.10.25	"		
Staff incharge Name & Signature Ms. Aruna Joyce					Signature of the Principal		

9) CCTV CHECKLIST

 SAN ACADEMY TAMBARAM CCTV INSPECTION CHECKLIST OCTOBER 2025									
S. No.	Floor/Others -pls specify (play area, main entrance...)	No. of cameras	No.of cameras working	No.of cameras not working	Frequency of inspection	Inspection done on	Action taken to rectify the not working cameras	Rectified the not working cameras on	Remarks
1	GROUND FLOOR	22	22	-	WEEKLY ONCE	02.10.2025		-	
	PLAY AREA	1	1	-	WEEKLY ONCE	09.10.2025		-	
	MAIN ENTRANCE	3	3	-	WEEKLY ONCE	16.10.2025		-	
	NURSE STATION	1	1	-	WEEKLY ONCE	23.10.2025			
	KG COORDINATOR ROOM	1	1	-	WEEKLY ONCE				
	TOTAL	28							
2	FIRST FLOOR	28	28	-	WEEKLY ONCE	02.10.2025		-	
	LANGUAGE ROOM	1	1	-	WEEKLY ONCE	09.10.2025			
	PET ROOM	2	2	-	WEEKLY ONCE	16.10.2025			
	PRIMARY HM CABIN	1	1	-	WEEKLY ONCE	23.10.2025			
	TOTAL	32							
3	SECOND FLOOR	31	31	-	WEEKLY ONCE	02.10.2025		-	
	UTILITY	1	1		WEEKLY ONCE	09.10.2025			
	VICE-PRINCIPAL CABIN	1	1		WEEKLY ONCE	16.10.2025			
	SECONDARY COORDINATOR CABIN	1	1		WEEKLY ONCE	23.10.2025			
	TEACHERS STAFF ROOM	1	1		WEEKLY ONCE				
	TOTAL	35							
4	THIRD FLOOR-CORRIDOR	2	2		WEEKLY ONCE	02.10.2025			
	AUDITORIUM	4	4		WEEKLY ONCE	09.10.2025			
	STORE ROOM	1	1		WEEKLY ONCE	16.10.2025			
	LANGUAGE ROOM	1	1		WEEKLY ONCE	23.10.2025			
	TOTAL	8							
5	COMMON AREA	11	11	-	WEEKLY ONCE	02.10.2025		-	
	STAIR CASE-GROUND FLOOR	2	2		WEEKLY ONCE	09.10.2025			
	STAIR CASE-FIRST FLOOR	2	2		WEEKLY ONCE	16.10.2025			
	STAIR CASE-SECOND FLOOR	2	2		WEEKLY ONCE	23.10.2025			
	TOTAL	17							
Staff incharge Name & Signature		 (KAVITHA -A)				Signature of the Principal			
						 4/11/2025			

10) ENTRY & EXIT CHECKLIST



SAN ACADEMY TAMBARAM

ENTRY & EXIT INSPECTION CHECKLIST AY 2025-26

S. No.	No. of Entrance (as per your campus)	Name of staff present at the time of arrival of the students	Duty of the staff at the time of arrival of students	Name of the support staff present at the time of arrival of the students	Duty of the support staff at the time of arrival of students	Frequency of the inspection	Inspection done on (date)	Suggestion to ensure the safety of the students in entry	Remarks
1	1	Kannamal & Sabari	Sending students to the classroom along with lady support staff	Kumaran	Traffic management	Daily			
2	1	Vasuki	Monitoring arrival of van students	Respective van support staff	(1) Ensure students get down the bus carefully (2) Dropping KG students in classroom	Daily			
S. No.	No. of Exit (as per your campus)	Name of staff present at the time of dispersal of the students	Duty of the staff present at the time of dispersal of students	Name of the support staff present at the time of dispersal of the students	Duty of the support staff present at the time of dispersal of students	Frequency of the inspection	Inspection done on (date)	Suggestion to ensure the safety of the students in exit	Remarks
1	1	Kannamal & sabari	Monitoring parent pickup	Kumaran	Traffic monitoring & parking management	daily			
2	1	Vasuki	Monitoring dispersal of van students	Respective van support staff & route coordinators	Student safety	Daily			
Staff In charge Name & Signature									
1	MS.VASUKI	TRANSPORT COORDINATOR	<i>H. Vasuki</i>						
2	MS.KANNAMMAL	FLOOR SUPERVISOR	<i>S. Kannamal</i>						
3	MS.SABARI	FLOOR SUPERVISOR	<i>B. M. Sabari</i>						

Signature of the Principal

[Handwritten Signature]
4/11/2025